



New Jersey Department of Children and Families Policy Manual

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Click [here](#) to view and print out CP&P Form [26-54](#), Intraoffice Case Transfer Checklist.

WHEN TO USE IT

The checklist is used to insure all relevant documentation is completed and included in the case record prior to case transfer within the Local Office.

The checklist may be modified if necessary.

HOW TO USE IT

The current Worker checks those items included and indicates NA if materials are not appropriate or applicable to the individual case situation. Attach completed form with signature and date to case record and forward to immediate Supervisor.

The sending Supervisor reviews record and CP&P 26-54, Intraoffice Case Transfer Checklist, for accuracy and affixes his or her signature and date at the bottom of the form.

The receiving Supervisor reviews case and attached form and affixes signature and date where indicated on form.

TIPS FOR COMPLETING THE FORM

The current Worker applies or removes the Worker Alert Label from the case record; notation of risk to staff safety is entered in the Notebook Sheet.